

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
**ACCOUNTANT**  
(Temporary – No Benefits)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Lateral transfers and candidates on a current examination list**

**Location:** Fiscal Services, Middletown

**Job Posting No:** 103823

**Salary:** \$62,411 - \$80,682 (New hires to state employment start at the minimum of the above salary range)

**Closing Date:** **Wednesday, March 26, 2014**

**End Date:** 12/14/2014 (Position may be extended beyond the end date if needed in conjunction with availability of funds).

This temporary position will assist the fiscal administration with FEMA Public Assistance grants funds for the Division of Emergency Management and Homeland Security.

**Eligibility Requirement:** **Candidates must have applied for and passed the Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties:** Review grant application budget for fiscal accuracy and completeness; review grant award and verify accuracy of budget spreadsheets established by the Grants Administration Unit; review and approve all requests for goods and services to confirm they fiscally conform to the corresponding grant budget (i.e. confirm request is an allowable cost according to the budget specifications); confirm availability of funds in CORE financial system; prepare and review payroll reports for accuracy as they relate to positions directly funded by a grant; assist with the preparation of the quarterly reconciliations of grant sub-systems to CORE financial system; assist with the preparation of quarterly financial reports (SF-425); assist with the preparation of the quarterly drawdown of federal funds; prepare billing invoice information to forward to Accounts receivable unit for internal invoice preparation in order to record revenue funds once received; prepare information related to annual GAAP reports related to grants receivable; any and all other duties required by this position.

**Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **\*Wednesday, March 26, 2014, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**